



City of Kansas City, Missouri Job Class Specification

Job Title: SENIOR AVIATION MANAGER **Department:** AVIATION
Job Code: 2038 **Status:** EXEMPT **Grade:** ME-G

Summary

This is highly responsible managerial and technical work in directing the operations and personnel of a major program in the operations of municipal airports.

Work involves responsibility for the efficient and economical completion of assigned responsibilities as an Assistant to the Director of Aviation, the general manager of Kansas City International Airport, or as an administrative division head of the Aviation Department. Work requires the application of extensive planning, policy and financial administration, personnel supervision and/or engineering principles and practices relating to airport design and construction. Work involves the responsibility for providing reliable and adequate amounts of data and information to the Director of Aviation, the Principal Assistant to the Director, municipal officials, department heads and others as required. Work is reviewed through observations, conferences, submitted reports and results achieved.

Duties and Responsibilities

- Plans, organizes, and directs the administration of the assigned work related to the operation and maintenance of municipal airports, including the enforcement of federal, state and municipal rules and regulations governing the airport use.
- Participates in developing plans and analyses of program areas critical to overall airport operations and maintenance for which airport operating and maintenance precedents are lacking.
- Consults with air carriers, fixed base operators, members of federal agencies and other airport users in reference to the overall management of the airport system.
- Plans, organizes and directs the administration of the work related to property management and business management including the airport accounting systems, airport financing and airport insurance programs.
- Assists in negotiating airport leases and agreements with officials representing airlines, governmental agencies and private business operating locally, nationally and internationally.
- Accomplishes necessary research, analysis, forecasting and planning to provide Kansas City with a comprehensive air service improvement program.
- Plans, organizes, directs and negotiates an air carrier action program to effect and provide technical data and information to aid attorneys representing the City and adjudicate FAA cases to accomplish the type of air service that best serves the public interests of Kansas City.
- Confers with superiors regarding assigned programs; prepares reports evaluating such programs; makes recommendations for program(s) improvement, revised needs, time goals and costs.

- Plans, Organizes and Directs the administration of the work related to airport safety and security.
- Works with the TSA, FAA, Airlines, Airport Tenants and other agencies to address concerns and develop policies and procedures to safeguard airport interests.
- Counsels and consults with professional management people in the fields of airport operations, construction and maintenance, air transportation, airport finance, insurance, accounting, airport properties, law enforcement, airport security and safety.
- Performs related duties as required.

Technical Skills

Extensive knowledge of:

Airport operations, maintenance and safety requirements of a medium or large hub airport.

Technological, legal, contractual, financial and operational changes of a municipal airport.

Federal, state and local rules and regulations governing the use, operation and management of airports.

Practices and methods of building and grounds maintenance and repair work and other necessary work safety precautions.

Engineering aspects involved in airport management.

Principles and practices of airport financing programs, accounting systems and budgeting.

Principles, practices and methods of managing airport properties leasing and contracting negotiations and business affairs.

The principles and methods of basic research and data collection.

The philosophy and capabilities of operations research approach.

TSA & FAA regulations as they pertain to safety and security of a medium hub airport.

Practices the principles and methods of managing an airport law enforcement department.

Ability to:

Analyze and effectively report upon operating conditions and problems and to recommend appropriate solutions for improvements to programs.

Plan, assign, direct and coordinate effectively the activities of a number of subordinates engaged in the airport management activities.

Establish and maintain effective working relationships with subordinates and other city employees, representatives of other agencies and the general public.

Education and Experience

Accredited Bachelor's degree in public or business administration, airport management, engineering, or a related field and six (6) years progressively responsible operational, business affairs or research and analysis experience in the operation and management of moderate sized airport facilities, including two (2) years at the level of Administrative Officer.

OR

An equivalent combination of qualifying education and experience.

Certificates/ Licenses/Special Requirements

- Successful completion of a TSA criminal history check and pre-employment drug screen.

Supervisory Responsibility

Supervision may be exercised over assigned personnel.

Supervision Received

Work is performed under general supervision of the Director of Aviation or Designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

8/87

Revised

10/03, 6/05, 9/06, 1/08, 8/10, 1/11, 12/12, 9/14